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PRB Guidelines to Respond to Authors

Please note – C/PRB or proxy should review and approve any objection/no objection correspondence that deviates from the standard language regardless of form (email, LN, memo, letter).

Former Employees *(assuming no cover concerns)

•<u>Substantive Manuscripts</u> Books / Screenplays / Plays, Academic (thesis or dissertation)	•<u>All-Inclusive Letter</u> Always use the All-Inclusive letter (objections or no objections).	Use email as a last resort and attach scanned version of the All-inclusive letter. Formal (hard-copy) Letter should also be sent. Disclaimer typically required.	If time is an issue, give author heads up that a response will be coming by mail. Disclaimer typically required.
•<u>Time-Critical, Short Pieces</u> Op-Ed/Article, Academic	•<u>All-Inclusive Reply</u> •<u>Verify receipt</u> Use All-Inclusive reply via same vehicle (LN or AIN) as submission was received. Request author acknowledge receipt.	Approvals – use all-inclusive reply without appeal language. No disclaimer is required.	Objections -- use all-Inclusive reply, but use appeal language. No disclaimer required.
•<u>Academic</u> (See above – depending on whether thesis, dissertation or time-critical)	•<u>All-Inclusive Letter</u> or •<u>All-Inclusive Reply</u> •<u>Verify receipt</u> (See above sections.)	(See above sections.)	(See above sections.)
•<u>Speeches, Presentations</u> Speeches / PPT / Maps / etc.	•<u>All-Inclusive Reply</u> •<u>Verify receipt</u> Use All-Inclusive reply via same vehicle (LN or AIN) as submission was received. Request	Approvals – use all-inclusive reply without appeal language. Disclaimer typically required.	Objections -- use all-Inclusive reply, but use appeal language. Disclaimer typically required.

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	author acknowledge receipt.		

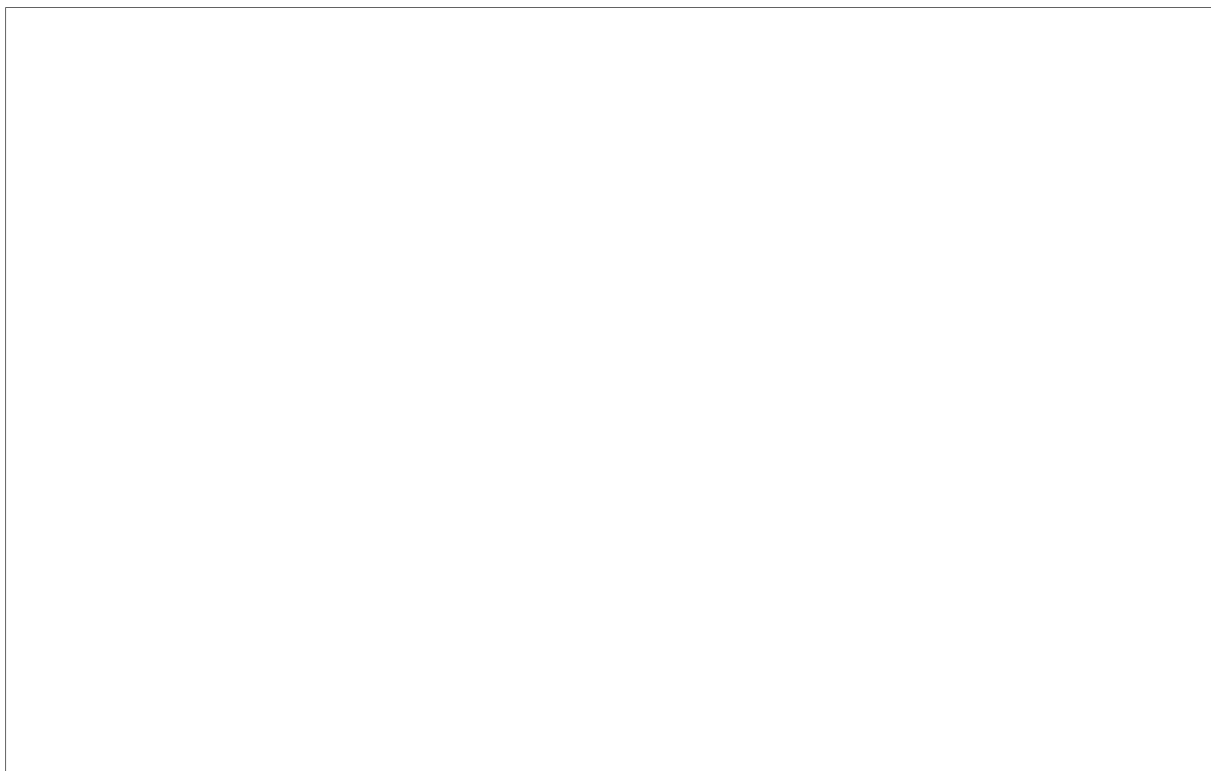
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~~SECRET//NOFORN~~**Current Employees (staff or contractor) *(assuming no cover concerns)**

•Substantive Manuscripts	•All-Inclusive Letter mailed or attached to LN	•All-Inclusive Letter mailed or attached to LN	•All-Inclusive Letter mailed or attached to LN	•All-Inclusive Letter mailed or attached to LN
Books / Screenplays / Plays, Academic (thesis or dissertation)	Always use the All-Inclusive letter (objections or no objections) either mailed or attached to LN.	Always use the All-Inclusive letter (objections or no objections) either mailed or attached to LN. Disclaimer typically required.	Always use the All-Inclusive letter (objections or no objections) either mailed or attached to LN. Disclaimer typically required.	Always use the All-Inclusive letter (objections or no objections) either mailed or attached to LN. Disclaimer typically required.
•All Others	•All-Inclusive Reply •Verify receipt Use All-Inclusive reply via same vehicle (LN or AIN) as submission was received. Request receipt acknowledgement.	Approvals – use all-inclusive reply without appeal language. Disclaimer typically required.	Objections -- use all-Inclusive reply, but use appeal language. Disclaimer typically required.	Use all-inclusive reply with or without appeal language depending on circumstances.

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